



**U.S. Department of Justice
Federal Prison System**

Federal Correctional Institution
Talladega, Al 35160

NUMBER: TDG 5267.07A
DATE: January 30, 2004
**SUBJECT: Visiting
Regulations**

INSTITUTION SUPPLEMENT

Distribution: General

1. **PURPOSE AND SCOPE:** This institution supplement outlines local visiting procedures for FCI and FPC Talladega, Alabama, in accordance with Program Statement #5267.07 Visiting Regulations, dated April 14, 2003. This institution supplement must be read in conjunction with Program Statement #5267.07 for a clear understanding of policy.
2. **DIRECTIVES AFFECTED:**
 - a. **Directives Rescinded**

IS	5267.06C	Visiting Regulations (01/19/03)
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 - b. **Directives Referenced**

PS	5267.07	Visiting Regulations (04/14/03)
PS	1315.07	Legal Activities, Inmates (11/05/99)
PS	5270.07	Inmate Discipline and Special Housing Units (12/29/87)
PS	5510.09	Searching, Detaining, or Arresting Persons Other than Inmates (03/06/98)
PS	5521.05	Searches of Housing Units, Inmates, and Inmate Work Areas (06/30/97)
PS	5500.11	Correctional Services Manual (10/10/03)
3. **STANDARDS REFERENCED:** 3-4149, 3-4255, 3-4440, 3-4441-1, 3-4442, 3-4443, 3-4445, 3-4446, 3-4441/4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.
4. **PROCEDURES:** All activities regarding the arranging and supervision of inmate, detainee, and holdover visitation will, except under unusual circumstances, be conducted during normal staff duty hours.

a. VISITING FACILITIES:

- (1) FCI: Social and legal visits for general population inmates at the FCI will be conducted in the institution visiting room. It is the Captain's responsibility to ensure the visiting room is properly staffed, furnished, aesthetically maintained, and ensure a secure and orderly atmosphere for inmates and their visitors.
- (2) FPC: All inmate visits will be conducted in the designated visiting area solely for that purpose. Visitors are to enter and leave the visiting room only through the main door. Inmates must enter and leave only through the designated shakedown room. Visitors may not linger in the parking lot in front of the administration building. Children of visitors are permitted to play only in the designated area under parental supervision. Once a visitor has departed the visiting room, their visit is considered concluded and they may not re-enter the visiting room for that day.

The visiting room is designated a NO SMOKING area. Visitors and inmates will not be allowed to bring tobacco products into the visiting room.

Parents and guardians are responsible for the behavior and actions of their children. Lack of parental supervision may result in removal from the visiting list or visiting area.

b. HOURS OF VISITING:

- (1) FCI:

Monday	9:00 A.M. - 3:00 P.M.
Tuesday	Closed
Wednesday	Closed
Thursday	9:00 A.M. - 3:00 P.M.
Friday	9:00 A.M. - 3:00 P.M.
Saturday	9:00 A.M. - 3:00 P.M.
Sunday	9:00 A.M. - 3:00 P.M.
Federal Holidays	9:00 A.M. - 3:00 P.M.

- (2) FPC:

Friday	5:00 P.M. - 9:00 P.M.
Saturday	8:00 A.M. - 3:30 P.M.
Sunday	8:00 A.M. - 3:30 P.M.
Holidays	8:00 A.M. - 3:30 P.M.

The visiting room at the FCI will be closed on Tuesday and Wednesday and the visiting room at the FPC will be closed Monday through Thursday, unless in conjunction with a legal holiday. Legal holidays observed are New Years Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Visiting room operations will not be allowed to unnecessarily interfere with other institution activities. If a conflict develops between the visiting room and other activities, the shift operations lieutenant will determine the appropriate corrective action.

c. FREQUENCY/NUMBER OF VISITORS:

FPC and FCI: Inmates will be allowed an unlimited number of visits. However, the number of visitors will be limited to 6, not to include children. When overcrowding occurs in the visiting room, the institution duty officer or the shift lieutenant are authorized to terminate some visits in order to make room for arriving and/or waiting visitors. No visitor will be asked to leave who has not visited for at least two hours. The decision to terminate visits must be based on good judgement to include consideration of the following:

- (1) Distance traveled by the visitor and frequency of the visits by this visitor.
- (2) Health, age, and physical conditions that limit ability to travel by the visitor.

d. GENERAL POPULATION

(1) Regular Visitors

Each inmate, holdover, and detainee will, upon his arrival at the institution, receive a copy of the inmate handbook during the intake screening process. The handbook will contain the information detailing inmate visiting rules and procedures.

Each newly committed inmate, upon his arrival, will be instructed by the Admission and Orientation (A&O) counselor to submit a list of immediate family members for placement on his visiting list. Upon completion of A&O and assignment to his designated housing unit, it is each inmate's responsibility to immediately provide his assigned counselor the names of any additional persons he wishes added to his visiting list (Attachment A). The inmate will be given the necessary Visitor Information forms (BP-629) to mail to those

prospective visitors. The visitors will complete the forms and mail them directly to the counselor. Inmates must emphasize to the prospective visitor that all elements of the form must be completed or it may be rejected. The counselor will then voucher the visitors and forward the completed forms to the respective unit manager for approval. Staff shall notify the inmate of each approval or disapproval of a requested person for his visiting list, and give the inmate the necessary visiting guideline forms (Attachment B) to mail to his visitor(s). The visiting files of those inmates re-designated from another Bureau facility will be reviewed by the assigned unit team staff to ensure the proper clearances are in place. No further visitor approval will be required unless the inmate requests to add another visitor to his visiting list (Attachment C).

Children under the age of 16 may not visit unless accompanied by a responsible adult. Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation. (As outlined in P.S. 5267.06)

The visiting privilege shall ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.

When little or no information is available on the inmate's potential visitor, visiting may be denied pending receipt and review of necessary information, including information which is available about the inmate and/or the inmate's offense, including alleged offenses

Potential visitors with criminal backgrounds and/or felony convictions must be approved by the Warden.

(2) Special Visits

Requests for special visits are to be presented to the respective unit manager in writing, stating the purpose of the visit, expected duration of the visit, etc. The case manager will verify the information and need for the special visit and prepare a written justification for the visit. The proposal will be submitted to the unit manager for approval. If approved, copies will be distributed to the AW(P), Captain, operations lieutenants, control center, front entrance, visiting file, and the inmate's central file.

Except for unusual circumstances, all special visits will be scheduled during normal visiting hours. When special visits are not during normal visiting hours, a member of the inmate's unit team will supervise the visit.

(3) Attorney Visits

Requests for attorney visits are made directly to the respective case manager who prepares an appropriate memorandum for the unit manager's approval. The memorandum must include the inmate's full name, register number, attorney's name, date and time of visit, and name of staff member designated to supervise the visit in the inmate visiting room. Attorney visits for inmates assigned to Alpha Unit will be conducted in the Alpha Unit visiting room.

Distribution of this memorandum is the same as special visits above except the Legal Liaison will receive a copy. When attorney visits are not conducted during normal visiting hours, a member of the inmate's unit team will supervise the visit.

(4) Pastoral Visits

Pastoral visits will be approved by the Chief Chaplain. Both the clergy person and the inmate must submit a request to the Chaplain in writing. The Chaplain will verify the clergy person and run an NCIC check. The pastoral visit will not count against the inmate's allotted visiting time. All pastoral visits will be held in the visiting room during normal visiting periods. An inmate may have only one clergy person on his visiting list. A clergy person who has been convicted of a felony will not be allowed to visit without the written approval of the Warden.

e. SPECIAL MANAGEMENT UNIT (ALPHA-A) VISITING

- (1) Visiting lists for Alpha A Unit inmates will be limited to verifiable immediate family members. This is defined as wife, mother, father, brother, sister, and children. In cases where an individual's visiting file reflects little or no visitation by immediate family, other verifiable blood relations may be considered. However, such cases must be approved by the Warden. Any visitor must be 18 years of age or older. The central file will be used for validation purposes.
- (2) Visits will occur in Alpha Unit under the supervision of Alpha Unit staff. One social visit of two hours per week is allowed. These visits will normally be scheduled between 8:30 A.M. and 2:30 P.M. daily, Monday through Friday. All visits must be arranged by the Alpha Unit team at least one week in advance.

Attorney visits will normally be scheduled between 8:30 A.M. and 2:30 P.M. All legal visits must be arranged by the attorney 24 hours in advance.

f. ALPHA B UNIT VISITING

- (1) Inmates housed in Alpha B are allowed one visit per week, and visits are limited to a maximum of two hours. These visits will be scheduled Monday through Friday. They will take place in the Alpha center interview room. A member of the inmate's unit team will supervise the visit. Each inmate is allowed to have a maximum of four (4) visitors who are currently on his approved visiting list. No special visits will be approved.

When an FPC inmate is placed in Alpha B, he will be subject to the same visiting hours specified for FCI inmates housed in Alpha B.

- (2) Inmates requesting a visit are required to submit an "Inmate Request to Staff Member" (cop-out) to their unit team no later than noon on Tuesday, the week prior to the proposed visit. The unit team will then contact the Alpha Unit team to schedule the visit. The inmate is then notified by the Alpha B staff as to whether the visit was approved or disapproved.

g. COMMUNITY HOSPITAL PATIENTS

- (1) Visits for inmates hospitalized in the community will be determined by the Captain and the Associate Warden of Programs after consultation with the respective Unit Manager and Health Services Administrator, with final approval of the Warden. If a visit is approved, it will be limited to immediate family only. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded to escorting staff.

Should the visit be denied due to the inmate suffering from an infectious disease, psychotic or emotional episode, or other condition which makes a visit inadvisable, the inmate's case manager will contact the visitor(s) and carefully and sensitively explain the reason for denying the visit to the visitor(s). The Health Services Administrator will then prepare a memorandum concerning the denial of the visit to be forwarded to the inmate's housing unit for placement in the inmate's central file.

h. RECORD OF VISITORS

The front entrance officer will ensure each visitor signs the inmate visitors log (Attachment D) when entering the institution and upon departure. The visiting room

officer will maintain a monthly record (Attachment E) of each visit to an inmate. At the end of the month the inmate visitors' log and completed "Notification to Visitor" forms will be forwarded to the Captain's office for filing. On the last visiting day of the month, the visiting room officer will forward the inmate's monthly visiting record to the respective unit for filing. The case manager will review the visiting record and file it in the inmate's central file. The visiting room file will not contain more than one month's visiting records at any time.

i. VISITING ROOM CONDUCT:

- (1) Visitors will bring only a small clear change purse, diapers, and other supplies necessary for a baby (i.e. bottles, baby food, diapers). No strollers, diaper bags, or baby carriers will be allowed. All other items will be stored in the lockers provided or in the visitor's vehicle. Keys to these lockers will be issued using Attachment F. No purses, wallets, pens, pencils, writing paper, makeup, photos, toys, books, etc. will be allowed in the visiting room.

Paper currency, in denominations of \$5.00 or less, and coins may be brought into the visiting room by visitors. The total amount of money brought into the visiting room may not exceed \$20.00.

Visitors will be allowed to take prescription drugs into the visiting room if they are needed; such drugs will be maintained by the visiting room officer. Visitors in wheelchairs, using walkers or canes, will use institution wheelchairs, walkers, and canes. If these items are not available for use by the visitor, a thorough search of the wheelchair, walker, or cane will be conducted, and the operations lieutenant will be notified before the visitor enters the institution.

- (2) The front entrance officer will determine the visitor is not in possession of alcohol, narcotics, firearms, ammunition, or other contraband by verbally questioning the visitors. The visitor will then sign the required "Notification to Visitor" form, the visitor log, and present satisfactory identification such as a valid drivers license (with picture) or other photo identification. If a photo identification cannot be made of a person over 16 years of age, that person will not be allowed to visit the inmate.
- (3) Inmates are permitted a handshake, hug, or kiss at the beginning and at the end of the visit. Inmates will be allowed to hold babies and children under the age of two. No other physical contact will be allowed. Violations of the personal contact policy may be cause for termination of the visit and removal of the visitor from the inmate's visiting list.
- (4) Appropriate dress is required for inmates and visitors. Inmates must wear issued institution khaki clothing (no mixed colors) with belt, underwear, socks, and

shoes. Visitors will not be barefoot, wear see-through clothing, halter tops, spandex pants or tops, sun dresses or strapless dresses. Skirts or dresses with splits must come to the top of the knee. Shorts may be worn by visitors in the visiting room, if they are knee length or do not come more than 3 inches above knee. Shirts must not be revealing or provocative. Children under 10 years of age may wear shorts providing they are within the framework of good taste.

- (5) Visitors will not leave any form of money with the officer in charge or with the inmate. Monies for inmates are to be mailed in, preferably using a postal money order. Hobby craft items will not be given to inmates or visitors. Inmates will not be allowed to leave the visiting room with any monies. If an inmate attempts to take money out of the visiting room, it will be confiscated by the visiting room officers, and an incident report completed.
- (6) Upon approval by the Warden or Administrative Duty Officer, staff may require a visitor to submit to a personal search, including a search of any items of personal property, as a condition of allowing or continuing a visit.
- (7) Vending machines are available for use by the visitors. Visitors may purchase food items for the inmates. No food items or liquids (except for baby bottles and baby food) will be allowed to be brought into the visiting room by the visitor(s).
- (8) Inmates will be pat searched (visually searched on a random basis) upon entering the visiting room. All inmates will be visually searched upon the completion of the visit. The only items an inmate may bring into the visiting room will be: prescription glasses with case, one comb, wedding band, handkerchief, inmate account card, and field jacket if needed (to be stored in the search room). An inventory will be prepared upon the inmates entry into the visiting room (Attachment G). The inmate will be instructed to return all unauthorized items to his unit. Nothing will be stored in the search room except the above mentioned authorized items. Necessary legal papers will be allowed only during a visit with an attorney, paralegal, or law student.
- (9) All inmates entering the visiting room must be identified with a photograph. Inmates will bring their inmate account cards to the visiting room for identification. Any inmate reporting to the visiting room without their inmate account card will be denied entry. All inmates exiting the visiting room will again be identified with a photograph (inmate account card).
- (10) The visiting room officers will contact the control center officer before visiting begins and instruct the control center officer to start video camera monitoring of the visiting room
- (11) The visiting room play area for children is equipped with a TV and reading

books for use by the visitors' children only. No visitors or inmates are to watch television. Children will be supervised by their parent or guardian while in the play area. When not in the play area, children will be with their parents or guardian. There will be no running and throwing of items in the visiting room.

- (12) Tables and chairs will not be moved by the inmate or the visitors. Violations of this may be cause for termination of the visit.
- (13) Visiting rules and regulations, in Spanish and English, will be posted in the visiting room where they are accessible and easily read by staff, visitors, and inmates.
- (14) Any inmate using the restroom must be escorted and remain under constant visual staff supervision.

j. TRANSPORTATION ASSISTANCE: The Facilities Manager is responsible for the following:

- (1) Posting in C-Building of commercial transportation telephone numbers to be located near the pay telephone.
- (2) Posting at the entrance road to the institution the notice information cited in 18 U.S.C. 1791 and 18 U.S.C. 3571.

k. VISITING REGULATIONS REGARDING PETS: Visitors are precluded from bringing any animals on institutional grounds, except for dogs that assist persons with disabilities. In this circumstance, the visitor must provide staff with certification that the dog is trained for that purpose.

6. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services

Martha L. Jordan, Warden

Distribution:

SERO (Corr Svc)

5267.07A
01/30/04
Attachment A

REQUEST FOR VISITORS

Inmate's Name: _____

Reg. No.: _____

Prospective Visitor's Name: _____

Address: _____

Occupation: _____

Relationship to above
named individual: _____

Do you desire to visit with the above named individual? YES/NO

Did you know this individual prior to your confinement? _____

How long have you known this individual? _____

Where did the relationship develop? _____

Has he/she ever been convicted of a crime, and if so, state the nature of convictions: _____

Are they presently on probation or parole? _____

Do they correspond or visit with other inmates, and if so, indicate the individual(s) and location(s): _____

Signature_____

**FEDERAL CORRECTIONAL INSTITUTION
FEDERAL PRISON CAMP
TALLADEGA, ALABAMA 35160**

Inmate Name and Number

_____ has been approved to visit you during your stay at Talladega. In addition to your assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that she/he will be aware of the following visiting regulations:

VISITING REGULATIONS

IDENTIFICATION: Positive picture identification of visitors will be required. The best forms of identification are Driver's License and Social Security Card; however, a state picture I.D. is acceptable.

VISITING HOURS:

*FCI visiting hours are 9:00 A.M. to 3:00 P.M., Thursday through Monday, and on Federal holidays. There is no visiting on Tuesday and Wednesday except for Federal holidays.

*FPC visiting hours are 5:00 P.M. to 9:00 P.M. on Friday; and 8:00 A.M. to 3:30 P.M., Saturday, Sunday, and on Federal holidays. There is no visiting on Monday through Thursday except for Federal holidays.

REGULATION: The right to make future visits may be denied to anyone who tries to circumvent or evade regulations. The introduction of or an attempt to introduce contraband into a Federal Penal Institution is a violation of Sections 1791 and 3571, Title 18 of the U.S. Code Attorney General's Regulations, and provides a penalty of not more than 20 years imprisonment and/or \$250,000.00 fine, or both. Contraband is defined as follows: Any item given to or left where accessible to inmates (such as firearms, destructive devices, ammunition, other objects designed to be used as a weapon, narcotics, controlled substances, alcohol, money, and other items) for which specific approval of this institution has not been obtained.

APPROPRIATE DRESS: In consideration of the family atmosphere in the visiting room and the need for visits to occur without disruptions, we ask the visitors dress be in good taste and conduct must conform to institution policy. No see-through or provocative garments will be allowed and all dresses will be worn in good taste (ie., no plunging necklines, the hems will be at least knee length, and footwear is required at all times.) (Shorts may be worn, however, they cannot be higher than 3 inches above the knee.)

THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE Warden IS STRICTLY PROHIBITED. No written messages may be exchanged during a visit. THE USE OF CELLULAR COMMUNICATIONS IS STRICTLY PROHIBITED. (Portable telephones, etc.)

LOCATION: The Federal Correctional Institution in Talladega, Alabama, is located approximately 50 miles east of Birmingham, Alabama, and 100 miles west of Atlanta, Georgia. It is situated on the west side of the City of Talladega, Alabama, on County Road 42, Renfroe Road.

RESOURCES:

1. **Transportation:** Talladega is served by Continental Trailways Bus Lines. The bus depot is approximately two miles from the institution. Taxi service is available. There is no institution shuttle service.
2. **Motels:** There are three motels available in Talladega, all of which are located approximately five miles from the institution.
3. **Social Agencies:** There are no social agencies able to provide services in case of emergency situations visitors may encounter.

No help is available for financial needs that may arise, such as loss of money or automobile repair.

4. **Visitor Responsibility:** All inmates are again reminded to inform their families they must be prepared to meet all financial obligations incurred while in our community.

Federal Correctional Institution
Talladega, Alabama

APPROVED VISITING LIST

Inmate's Name: _____ Register No.: _____

Visitor's Name	Relationship	Address	Notes
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

Unit Manager

Counselor

"Sensitive Limited Official Use Only"

INMATE VISITORS' LOG _____ , _____
DAY OF WEEK DATE YEAR

	VISITOR'S NAME PRINT	VISITOR'S SIGNATURE (IN)	TIME IN AM/PM	INMATE'S NAME AND REGISTER NUMBER	VISITOR'S SIGNA- TURE (OUT)	TIME OUT AM/PM
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

INMATES NAME: _____ REGISTER #: _____ YEAR: _____

VISITOR'S NAME & RELATIONSHIP	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

Each visitor who visits an inmate will have their name and their relationship to the inmate entered on this form. The day of the month they visit the inmate will be entered under the appropriate month. This form will be maintained in the visiting room folder for at least two (2) years for research purposes.

EXAMPLE:

JAN	FEB
1, 3, 7, 21, 30	2, 5, 9, 18, 19

An ** before a name indicates a special visit or approval by a member of the unit team for the visit on that day.

LOCKER KEY SIGN-OUT FORM

DATE: _____

[illegible]

INVENTORY RECORD OF INMATE PROPERTY
ON INMATES ENTERING THE VISITING ROOM

DATE: _____

INMATE'S NAME	REGISTER #	TIME IN	TIME OUT	ARTICLES BROUGHT IN	OFFICER'S SIGNATURE

Each inmate entering the visiting room will have all items of personal property listed that he enters with. When the inmate leaves, the property will be re-inventoried.